

ADMINISTRATIVE - INTERNAL USE ONLY

OTR Staff Meeting
Thursday, 4 September 1975, 1400 Hours

AGENDA

1. Minutes of 28 August Meeting (Items 1-3)

Old Business

2. Planning Cycle for the Remainder of FY 75

New Business

3. Proposal for an OTR House Organ
4. Need for a Cover and Security Review of OTR,
Particularly [REDACTED]
Implications of Community Training
5. Ways and Means of Advertising OTR Activities

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2 SEP 1975

MEMORANDUM FOR THE RECORD:

SUBJECT: Minutes of the 28 August 1975 OTR Staff Meeting

1. The OTR Staff Meeting on 28 August 1975 began at 1400 hours and concluded at 1525 hours. The meeting followed the attached agenda.

2. The following conclusions were reached regarding the agenda items:

a. Agenda Item 1

Minutes Item 2a: The DDTR reported that a new instruction for the panel has been drafted and is being coordinated. The charter and membership are nearly complete-- hopefully will be by COB 29 August.

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Minutes Item 2b: [REDACTED] nominated [REDACTED] for the committee. DDTR will meet with the members [REDACTED] on Thursday, 4 September.

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Minutes Item 2d: The DDTR suggested that the new Deputy for Operations Training should also address this question. Since he will be a member of the Curriculum Committee, this will be accomplished.

Minutes Item 2g: The DDTR stated that this charge will be included in the DOT's Letter of Instruction.

The minutes were approved.

b. Agenda Item 2

2h: The discussion centered around the purpose and content (general or specific) of such briefings and the real target audience and various ways of achieving the goal. It was decided to defer further discussion on this item and schedule an item on ways and means of advertising OTR for a future meeting.

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2i: Chief, TSS, reported that there are no leads at all on an instructional development specialist. It was agreed to assign action on the subject of course validity to the Curriculum Committee.

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2j: Chief, PRS, reported that his Staff is working on an EOD briefing. During the discussion two additional suggestions were made and accepted: (1) all people newly assigned to [REDACTED] should spend half a day in OTR being briefed and meeting people to feel more a part of OTR, and (2) as many instructors as possible who are newly assigned to OTR should take the Instructor Training Workshop when the course is available.

2k: It was agreed that subitem (1) is an OTR policy statement, subitem (2) should be considered as the DTR's desire for all OTR personnel to be on the lookout for potential DDO candidates, and on subitem (3) action has been assumed by the CTP Staff. Chief, PRS, noted that a fourth subitem should concern our need to look for generalists in between the experienced officer and the CT. (See 15 August 1975 memorandum from DTR to Unit Chiefs, "Recruitment of Professional Personnel.")

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2l: [REDACTED] has the action on this study, to be completed by 31 December 1975.

c. Agenda Item 3

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[REDACTED] noted that most of his concerns on this matter had been covered during the earlier discussions. He felt that the Committee could take on more things, such as the validity of courses and any proposed changes in courses. It should operate as a structured body with the present membership. It was agreed that, after the first committee meeting this fall, the chairman would report to the DTR on the functions and plans of the Committee for the rest of the year. Chief, PRS, noted that the first meeting would be concerned with a comparison of the anticipated student input to courses with OTR's capability in each course.

d. Agenda Item 4

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[REDACTED] Deferred until the 4 September meeting for return.

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